

Retirement Memento Information

These guidelines contain the following:

- 1. Retirement Memento Information**
- 2. Retirement Book Instructions**
- 3. Information from the C-826 Form**
- 4. Signature Guide Sheet**
 - Please print out as many as you need to use with the signature sheets.
 - NASA Glenn Retirement Books take a standard three-hole punch.
 - Please use bond, laser, or regular copier paper as signature sheets.
 - NASA Lewis Retirement books take a two-hole punch. I have a number of Lewis Books still in stock and a supply of two-hole-punched signature sheets.

Please review all four pages of information, decide what you would like to order, and then notify Mary Eitel at 3-5803. When calling in an order, please supply your name, phone number, mail stop, retirees' name, and the date that the materials are needed.

- Retirement Book - Specify Glenn or Lewis.
- Retirement Plaque - Engraving costs approximately \$13. There is no charge for the plaque. (Funds must come from coworker collections, not a NASA PR.)
- Retirement Clock - You must contact Al Wolfe directly at 330-225-6528. The clock costs \$40.

Plaque and/or retirement clock payments should be made directly to Al Wolfe. You will be given a preaddressed payment envelope when you pick up your completed order. Please make checks payable to Al Wolfe.

Please note, the Personnel Department will send Mary Eitel and the area supervisor a copy of the retiree's official C-826 retirement form after the retiree has signed the final retirement papers. Mary must have a copy of this C-826 form before the retirement mementos can be ordered. If you have a copy of this C-826, you may need to fax a copy to Mary if she doesn't have hers yet (fax 3-5783).

Retirement Book Instructions

Graphics will compile the retirement book contents in this order:

1. Color scroll sheet (in sheet protector)
2. Director's letter (in sheet protector)
3. Any other letters (in sheet protectors)
4. Standard eight retirement sheets
 - Blue/white letter and photo pages (these do not go into sheet protectors)

The coordinator will add the following:

5. Extra 8- by 10-in. photos (place into sheet protectors)
 - Portrait of retiree (if applicable)
 - Remaining 8- by 10-in. photos in numerical year order (previous to present)
(Please place photos into front and back of a sheet protector)
6. Signature sheets (these do not go into sheet protectors)
7. Open the screw end of the post from the back of the retirement book, insert all the signature sheets in order from front to back, then replace the screw end.*

* Please note, if all the signature sheets have not come in, please feel free to present the retirement book to the retiree without them; the signature sheets can always be added at a later date.

If you have any questions, please contact me at 3-5803. Any future retirement books, plaques, and retirement party tickets can be ordered with a single NASA C-709 Work Request sent to "Publishing Services/Graphics MS 21-8, Attention Mary Eitel." Please let me know of any problems or suggestions you may have regarding the retirement memento procedures. Thank you.

***Mary Eitel, LTID Retirement Book Office
LTID, Publishing Services/Graphics, Bldg. 21, Room 14***

Information From the C-826 Form

NASA Retirement Book

A. Employee Eligibility

A Glenn employee who has at least 5 years of creditable NASA service upon which retirement is based is eligible for the NASA Retirement Book.

B. Description

The Retirement Book has a gold NASA seal 3 5/8" in diameter embossed on a blue hard cover. It is composed of standard and optional inserts. The Logistics and Technical Information Division (LTID) is responsible for maintaining the supply of books, personalized scrolls, standard print inserts, and black sheet protectors.

C. Coordinator Procedures

1. Immediately notify LTID Retirement Book Office at 3-5803 of your designation as the Coordinator.
2. Write a NASA C-709 work request for the Retirement Book and obtain from the LTID Office the required number of signature and guide sheets to be circulated to the retiree's work acquaintances (each sheet has space for 34 names).
3. If photos are required for the Retirement Book, write a NASA C-709 Work Request to the Imaging Technology Center (ITC) at M.S. 5-2 (3-5976) requesting that ITC provide
 - a. A maximum of twelve file career photographs of the retiree. C numbers of requested photographs must be provided. If C numbers are not available ITC will provide the resources for you to locate the needed C numbers. (The ITC will send these photographs directly to you.)
 - b. A camera with one roll of film for you to photograph the retirement party. One set of photographs will be printed.
4. Pick up the Retirement Book from the LTID Retirement Book Office, review it for accuracy (check the employee's name and retirement date), and assemble any career photographs and signature sheets and insert them into the end of the book.

NASA Service Plaque

A. Employee Eligibility

A Glenn employee who has at least 10 years of creditable NASA service upon which retirement is based is eligible for the NASA Service Plaque.

B. Description

The NASA Service Plaque is a cast-bronze NASA seal 7" in diameter mounted on a 10" x 12" walnut veneer panel with a satin-rubbed finish. To personalize the plaque, a nameplate is included. The nameplate may be engraved with retiree's name and service; for example, *"For Dedicated Service, NASA, 1965 - 1999. Best wishes from your friends at the Glenn Research Center."*

C. Coordinator Procedures and Cost

1. At least 2 weeks in advance of the presentation date, request the plaque from the LTID Retirement Book Office at 3-5803. This Office procures the plaque with the requested engraving. (There is no charge for the plaque; however engraving will cost approximately \$13.)
2. Pick up the plaque and the bill for the engraving.
3. Pay for the engraving within 2 weeks of receiving the plaque.

[illegible]